

## CHAPTER 7

### CHECKLISTS

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#### Section I. JOINT GUARD OF HONOR

**140. Definitions.** *a.* The Joint Guard of Honor is a ceremonial guard detail. It has the mission of providing security for the remains of the deceased while they lie in repose and/or while they lie in state. They also display continuous respect to the deceased by faultless military precision and bearing while performing their duties.

*b.* The Joint Guard of Honor is a joint service detail with commissioned and noncommissioned officers and enlisted men from each of the five services. See paragraph 144. The very nature of the detail plus the unusual physical and mental requirements make it imperative that the members of this detail be carefully selected.

**141. Posting and changing reliefs.** *a.* The first relief is posted as soon as the body has been placed within the place of repose or the place of lying in state. The body bearers will remain in position facing the casket. This relief marches directly to its position as in *c* below, and executes the first nine counts of the 14 count silent guard change. Only the OICs will execute the 11th through 14th count. The body bearers will execute the hand salute on the count of three and hold the salute until the count of seven, then drop their hands. The body bearers will face on the 14th count and step off on the 15th count towards the exit.

*b.* One sentinel is posted at each corner of the casket and faces in the direction shown (fig 1 and 2). The commander of the relief is posted one pace from the head of the casket and facing it. The supernumerary is posted in an inconspicuous place, but where he can see the relief commander.

*c.* One minute before the relief is to be post-

ed, the relief is marched in a column of twos, with the officer in front to the entrance of the room where the remains lie. See figure 1. The officer halts the guard prior to marching into the room and insures that his route is clear. When the route is clear, the officer advances the guard. At a predetermined point the new sentries and the commander of the relief take the most direct route to their positions, each just to the left of the man he is to relieve. When all sentinels are in position, the new commander of the relief clears his throat to gain the attention of all members of the relief. The officers then salute, touching the bill of their caps with their fingertips, which is the signal for the sentries to begin a silent 14 count movement, starting with zero.

0 Count—Pause.

1st Count—Pause.

2d Count—Sentinels begin 1st count, Present Arms.

3d Count—Sentinels complete 1st count, begin 2d count.

4th Count—Sentinels complete Present Arms, 2d count.

5th Count—Pause.

6th Count—Sentinels begin 1st count, Order Arms.

7th Count—Sentinels complete 1st count begin 2d count.

8th Count—Sentinels complete 2d count, begin 3d count.

9th Count—Sentinels complete Order Arms, 3d count.

10th Count—Pause.

11th Count—Commander of the old relief and sentinels begin movement of one pace to their rear.

12th Count—Commander of the new relief and sentinels complete movement and are at ATTENTION.

13th Count—Commander of the new relief and sentinels begin movement of one step to their right.

14th Count—Commander of the new relief and sentinels complete movement to their right and are at ATTENTION.

The relief is now complete.

d. The old commander of the relief then faces about and clicks his heels, the old sentries and commander of the relief start counting again. On the count of three, they step off toward the exit, meeting at a predesignated point and continue the march from the place of repose. The supernumerary falls in at rear as the relief exits.

e. Changing of positions during reliefs: Personnel guarding the remains stand at ATTENTION or PARADE REST. The commander of the relief signals the sentinels to change positions (at approximately 5-minute intervals or whenever he deems it necessary) by executing the movement himself. The sentinels then silently count, "one, two, three". The sentinels simultaneously execute the movements required to assume the new position on the 3d count.

f. One minute before the repose or lying in state ends, the body bearers will take their positions on each side of the casket, facing the casket. The escort officer will take a position to the left of the relief commander. The escort officer will signal by clearing his throat and the sentinels, as in c above, and the body bearers, as in a above, will execute the 14th count silent change. Only the two OICs will execute the eleventh through fourteenth count. The guard of honor will leave as in d, above.

142. Special instructions. a. Duties of personnel.

(1) Commander of the joint guard of honor—

(a) Is responsible for the instruction, discipline, presence, and performance of duty of guard.

(b) Also serves as commander of day shift.

(c) Is responsible for placing floral tributes on the bier. He will use personnel of the joint guard of honor who are not on post. The following procedure will be used. The commander of the guard bearing the wreath will approach the bier. Two members of the guard not on duty will flank them on each side without weapons. The party will halt six steps from the casket. The commander of the relief on duty will observe the party moving into position. When the party halts he will come to ATTENTION. The sentinels will pause two counts and come to ATTENTION. After the sentinels come to ATTENTION the commander of the guard will move forward with the two flanking men and place the wreath. He and the escort men step back one step and salute together. Sentinels do not salute. Commander of the guard and escorts hold the salute one count, cut away, face about, step off. When commander of the guard steps off, the commander of the relief will come to PARADE REST on third count. Wreaths remain in position 15 minutes or until next change of relief, whichever is shorter. The commander of guard will move out alone, salute, secure wreath once more, and move away to a preplanned floral tribute area.

(2) Commanders of the reliefs will—

(a) Insure that there is no disorderly or improper conduct on the part of any person or persons in the vicinity of the casket.

(b) Insure the prompt and efficient performance of duties by the sentinels of their relief.

(c) Insure that all sentinels of their relief fall out on time and in proper uniform.

(d) Inspect all sentinels of their relief, instructing them as to their orders

and duties, and making certain that they understand them.

- (e) Insure that the changes from one position to the other are made simultaneously by all members of the relief.
- (f) Insure that the members of the relief, when not on duty, stay at their assigned area and conduct themselves properly.
- (g) Act as duty officer after coming off post.

**b. General.**

- (1) The guard will change every 30 minutes, on the hour and the half hour.
- (2) The supernumerary will change with each guard relief.
- (3) All marching will be done with a 30-inch step.
- (4) Care will be exercised to insure that sentinels do not make any noticeable facial movement such as moving the eyes, licking lips, etc.
- (5) Heel clicks will be distinct.
- (6) All counting, movements, and marching will be done at slow cadence.
- (7) Relief commanders will not change positions while visitors are close to the casket, viewing the body, or in prayer beside the casket.
- (8) If a man feels as though he is going to fall out he assumes the position of attention or parade rest, depending

on which position he is in and then back to his original position. The supernumerary will move and take his place.

- (9) Each relief will be ready to go 15 minutes prior to posting time. The relief commander will inspect his relief at this time and also rehearse the 14 count silent change at least one time.
- (10) The relief commander will march his relief from the guard quarters to the entrance of the place of repose or place of lying in state and wait for the nod of the old relief commander. This is done so that if the next of kin is in prayer the change will not disturb them.
- (11) No verbal commands will be given inside the place of repose or lying in state.

**143. Miscellaneous.** For State and Official funerals the Army will coordinate and supervise the following logistical and administrative requirements. For special military funerals the service concerned will coordinate these requirements.

- a. Billeting.
- b. Transportation.
- c. Messing.
- d. Signal.
- e. Medical.
- f. Floral detail.

**144. Organization of shifts and reliefs.**

**Commander of the Joint Guard of Honor (3d Infantry)**

**DAY SHIFT**

**1st Relief**

USA Off (1) Guard Cmdr  
USMC NCO (1) NCO of Guard  
USN NCO (1) NCO of Guard  
USAF NCO (1) NCO of Guard  
USCG NCO (1) NCO of Guard  
USA NCO (Supernumerary)

**2d Relief**

USMC Off (1) Guard Cmdr  
USA NCO (1) NCO of Guard  
USN NCO (1) NCO of Guard  
USAF NCO (1) NCO of Guard  
USCG NCO (1) NCO of Guard  
USMC NCO (Supernumerary)

**NIGHT SHIFT**

**1st Relief**

USA NCO (1) Guard Cmdr  
USMC EM (1) Sentinel  
USN EM (1) Sentinel  
USAF EM (1) Sentinel  
USCG EM (1) Sentinel  
USA EM (Supernumerary)

**2d Relief**

USMC NCO (1) Guard Cmdr  
USA EM (1) Sentinel  
USN EM (1) Sentinel  
USAF EM (1) Sentinel  
USCG EM (1) Sentinel  
USMC EM (Supernumerary)

#### DAY SHIFT—Continued

##### *3d Relief*

USN Off (1) Guard Cmdr  
USA NCO (1) NCO of Guard  
USMC NCO (1) NCO of Guard  
USAF NCO (1) NCO of Guard  
USCG NCO (1) NCO of Guard  
USN NCO (Supernumerary)

##### *4th Relief*

USAF Off (1) Guard Cmdr  
USA NCO (1) NCO of Guard  
USMC NCO (1) NCO of Guard  
USN NCO (1) NCO of Guard  
USCG NCO (1) NCO of Guard  
USAF NCO (Supernumerary)

##### *5th Relief*

USCG Off (1) Guard Cmdr  
USA NCO (1) NCO of Guard  
USMC NCO (1) NCO of Guard  
USN NCO (1) NCO of Guard  
USAF NCO (1) NCO of Guard  
USCG NCO (Supernumerary)

#### NIGHT SHIFT—Continued

##### *3d Relief*

USN NCO (1) Guard Cmdr  
USA EM (1) Sentinel  
USMC EM (1) Sentinel  
USAF EM (1) Sentinel  
USCG EM (1) Sentinel  
USN EM (Supernumerary)

##### *4th Relief*

USAF NCO (1) Guard Cmdr  
USA EM (1) Sentinel  
USMC EM (1) Sentinel  
USN EM (1) Sentinel  
USCG EM (1) Sentinel  
USAF EM (Supernumerary)

##### *5th Relief*

USCG NCO (1) Guard Cmdr  
USA EM (1) Sentinel  
USMC EM (1) Sentinel  
USN EM (1) Sentinel  
USAF EM (1) Sentinel  
USCG EM (Supernumerary)

Commander of Joint Guard of Honor is also Commander of Day Shift.

Commander of Night Shift, US Army Officer.

Senior service always positioned on right.

## Section II. FLORAL DETAIL

**145. General.** This checklist covers the actions and operations of the floral detail.

**146. Responsibilities.** For State and official funerals the Army will coordinate and supervise all logistical and administrative requirements and provide necessary personnel. For special military funerals the service concerned will coordinate these requirements and provide necessary personnel.

#### **147. Requirements.** *a. Personnel (minimum).*

- (1) One officer.
- (2) Two NCOs.
- (3) One EM.

#### *b. Equipment.*

- (1) Six folding chairs.
- (2) One typewriter.
- (3) One floral register.
- (4) Twelve flower stands.
- (5) Four hundred cards, white, 3 x 5.
- (6) One hundred "S" Hooks.

- (7) One book on flower identification.
- (8) Two flower trays.
- (9) Two pair white gloves per man.

#### *c. Procedures for floral detail.*

##### *(1) Repose.*

- (a) Remove the card accompanying each floral piece and assign the piece a serial number from the floral register.
- (b) Make a duplicate card on a 3x5" white card and place into the envelope attached to the flowers.
- (c) Place the original card in a large envelope to be given to the aide to the next of kin.
- (d) Insure the flowers from the next of kin, the President, and the highest organization to which the deceased belonged are placed adjacent to the casket.
- (e) Display prominently flowers from Heads of State.

- (f) Insure the envelope containing the original cards from the floral displays is classified CONFIDENTIAL. Information will not be disclosed except on a "need to know basis." The cards in the envelopes will be reproduced by xerox process in one copy for the next of kin. Xerox as many cards on one sheet as will fit neatly. Envelope containing cards will then be turned over to the aide to the next of kin or an appropriate representative.
- (g) Insure flowers are moved from the place of repose 60 minutes prior to removal of the casket and taken to the next ceremonial site.
- (2) *Lying in state.* Same as repose.
- (3) *Funeral service.*
- (a) Contact aide to next of kin to determine any particular desires of the family for altar flowers.
- (b) Insure flowers are not removed from the funeral service until the casket is moved.
- (c) Request police escort for the flower vans to Arlington National Cemetery, if burial is to be at that location.
- (d) If remains are to be taken out of town, coordinate with aide to next of kin to ascertain what flowers should go.
- (e) Give the floral register envelope containing the original cards from the floral pieces to the aide to the next of kin.

### Section III. AIDE TO THE NEXT OF KIN

**148. Responsibilities.** Upon receipt of notification for a State, official or special military funeral, the aide to the next of kin will—

a. Contact the next of kin wherever they may be. Arrange for a personal interview and place his services at his or her disposal.

b. Secure from the Funeral Operations Center (FOC) any information pertaining to the deceased, family group, and desires of the next of kin.

c. Determine the following from the next of kin and pass the pertinent information to FOC and to interested individuals or agencies.

- (1) Correct, full name of deceased.
- (2) Place, date, and time of arrival of remains in Washington, D.C.
- (3) Composition of the immediate family group.
- (4) Required billeting arrangements for immediate family.
- (5) Transportation requirements for immediate family.
- (6) Location and selection of gravesite. If in Arlington National Cemetery, include grave number and section.
- (7) Date, time, and place of funeral service.
- (8) Location of place of repose.
- (9) Specific desires concerning—
  - (a) Type of service.
  - (b) Special music.
  - (c) Civilian clergy.
  - (d) Friends of family for honorary pallbearers.
  - (e) Official friends to be notified or invited.
  - (f) Seating arrangements at the Cathedral or Chapel and at gravesite. (Positions of important individuals within the cortege, main funeral procession, at church and cemetery, should be explained to next of kin and receive concurrence. Specific desires of next of kin will be adhered to.)
  - (g) Extent of military participation desired.
- (10) Name and address of civilian mortician, if applicable.
- (11) Desires incident to publicity, including photographers:
  - (a) At place of arrival of remains.
  - (b) At hotel or residence of next of kin.
  - (c) At Cathedral or Church.
  - (d) At Capitol.

- (e) At gravesite.
  - (f) After the service.
  - (g) At point of departure of remains.
  - (12) Religion of deceased.
  - (13) Date, time, mode of travel, for departure from Washington, D.C., and arrival at destination.
- d. Coordinate with the Armed Forces Police (through the FOC) relative to police escorts for the family group during all trips in connection with the ceremony.
- e. Inform the next of kin that a brochure with cards collected from the floral tributes will be furnished at a later date.
- f. Orient and assist the next of kin and family group during all phases of the funeral ceremony.

g. Wear the following uniforms:

- (1) Duty service uniform when not participating in funeral ceremonies.
- (2) When participating in ceremonies:
  - (a) Winter—Dress w/four-in-hand tie, service gloves (overcoat or raincoat w/cap cover for inclement weather).
  - (b) Summer—Dress w/four-in-hand tie, white gloves (raincoat w/cap cover for inclement weather).

h. Obtain the following additional personnel:

- (1) An officer assistant to the aide to the next of kin.
- (2) One male clerk for administrative duties.

## Section IV. HONORS

**149. General.** The rendering of musical honors and gun salutes are an integral part of State, official, and special military funerals (Reference AR 600-25/U.S. Navy Reg 1948/U.S. Air Force Reg 900-6/U.S. Coast Guard Reg 300).

**150. Musical honors.** Musical honors consist of Ruffles and Flourishes and the march appropriate with the rank of the deceased. In the instance of musical honors for a President, President-Elect or Ex-President, the march "Hail to the Chief" will be rendered as part of the honors at all ceremonies, except during the procession to and at final interment where "The National Anthem" will be played.

**151. Cannon salutes.** Cannon salutes may be rendered as appropriate or in conjunction with musical honors, in which case the first round is fired on the first note of musical honors.

**152. Salutes and honors on military installations.** Military installations will render such honors as required by their service regulations or other official orders. See paragraph 149.

**153. Aerial flyovers.** A formation of aircraft may, if appropriate, fly over the main funeral procession. If more than one service is involved, the U.S. Air Force will coordinate.

**154. Individual honors.** a. During a State, official, or special military funeral, whenever the flag-draped casket is moved it is customary, if in uniform, to render the hand salute and, if not in uniform to stand at ATTENTION. If not in uniform, uncover and hold the head-dress or the right hand if without a headdress over the left breast. Salutes should be terminated after the casket has passed six paces beyond its nearest approach to the individual. If musical honors are rendered, the salute should be terminated at the conclusion of music.

b. During indoor memorial services such as in the U.S. Capitol Rotunda ceremony, all military personnel including the chaplain will uncover upon entering except ceremonial details (i.e. Joint Guard of Honor, Joint Casket Bearer Detail, Color Teams, etc.).

c. During the religious gravesite service, all personnel will bow their heads at the words, "Let us pray." All personnel except those in the escort, the personal flag bearer, the active pallbearers, and the firing party will follow the example of the officiating chaplain. If he uncovers, they will uncover, if he remains covered they will remain covered. When the officiating chaplain wears a biretta (clerical headpiece) during the gravesite service all personnel as indicated above will uncover. When the officiat-

ing chaplain wears a yarmulke (skull cap—Jewish) all personnel will remain covered. Before the final Benediction, a cannon salute may be fired, three rifle volleys will be fired, and

“Taps” will be sounded. During these three elements of the ceremony, salutes should be rendered as outlined in *a* above.